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REPORT FOR FY 1954 UNDER  
THE PRESIDENT'S MANAGEMENT  
IMPROVEMENT PROGRAM

1. **AUTHORITY.** Bureau of the Budget Circular No. A-8 Revised, dated June 29, 1951, provides that each department or agency shall submit an annual report on its management improvement program.
2. **REPORTING REQUIREMENTS.** The report should present (1) actions taken to solve major program and operating problems; (2) surveys and studies of organizational and procedural problems and actions taken thereunder; (3) actions leading to the conservation and utilization of manpower; (4) establishment of work-measurement and production standards; (5) elimination of duplication of effort; (6) other program, operating, or administrative improvements accomplished; and (7) a statement of major objectives of the management improvement program for FY 1955.
3. **RESPONSIBILITIES.**
  - a. The head of each office, staff, or division (in DD/P) should prepare a report of accomplishments under the management improvement program for his organizational element during the FY 1954 and a statement of objectives under this program for FY 1955. The report should be submitted to the Chief, Management Staff, by 13 August 1954.

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- b. The Management Staff will consolidate the reports submitted by the heads of the offices, staffs, or divisions into an agency report. The agency report will be cleared with the DD/I, DD/P, DD/A, Offices of Training, Communications, and Personnel prior to its release to the Bureau of the Budget.

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